



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 08-31

5 August 2008

California Army National Guard (AGR) Time, Attendance and Leave Policy

1. References.

a. AR 600-8-10, Leave and Passes 31 July 2003

b. California Army National Guard Active Guard and Reserve (AGR) Standard Operating Procedures, Chapter 11, 15 March 2003.

2. Commanders, Directorates and full-time supervisors (OIC's / NCOIC's) at battalion and directorate level are authorized approval of leave requests and to regulate AGR work schedules for maximum use of earned leave. This policy will be consistent with operational and training requirements and the desires of the AGR member. Leave will be granted only upon the request of the AGR member concerned. The AGR member's immediate full-time supervisor recommends approval/disapproval of leave. Final approval/disapproval will be granted by:

a. Senior full-time officer (OIC / NCOIC) at battalion, brigade, or SRCOM level for all military unit personnel, as applicable.

b. Commander, Accessions Task Force, Recruiting and Retention Manager (RRM) for recruiting and retention personnel.

c. Facility commanders for all Aviation facilities.

d. Activity supervisors for Support Maintenance and USPFO organizations.

e. Senior full-time officer/facility manager (OIC) at Camp Roberts.

f. Division/Separate Directorate supervisors for all AGR personnel at State Headquarters.

3. Commanders and full-time supervisors will establish an ordinary leave program for AGR personnel and will provide maximum opportunity for all personnel to take accrued leave, within the constraints of operational military requirements.

TAAI 08-31, dated 5 August 2008

SUBJECT: California Army National Guard (AGR) Time, Attendance and Leave Policy

Commanders and full-time supervisors will encourage all AGR personnel to use their entire 30 days accrued leave each year. Full-time supervisors or their designated representatives will provide program oversight and review using the Commander's Pay Management Report.


4. Each organization responsible for approving leave will maintain a Leave Control Log (DA Form 4179-R) on all approved DA Form 31's. Each DA Form 31 approved for leave will be assigned an organizational control number. This series of control numbers will be six digits, the first two digits will be the fiscal year (FY), and the last four digits will be assigned to each organization. Reference Enclosure 1. If SRCOM's decide, they may assign these control numbers down to each battalion and/or company. The leave control number will be placed on the organization's DA Form 4179-R. The leave control log will be maintained in the organization for 12 months and then destroyed. Reference Enclosure 2.

5. Request for leave which encompass two or more periods of absence, i.e., leave-pass-leave, during which the AGR member is not required to perform duty from the termination of leave period to commencement of another leave period, IS NOT AUTHORIZED.

6. The approval authority organization will forward DA Form 31's and 4179-R's to david.g.anderson@us.army.mil or California National Guard, CAJS-J1-HR-AGR, Box #37, 9800 Goethe Road, Sacramento, CA 95827-9101, not later than the COB of Thursday of each week.

7. Point of contact for additional information is SFC David G. Anderson at CAGNET 63406, DSN 466-3406, or commercial (916) 854-3406.

2 Encl
as


DAVID B. NICKELS
COL, GS, CAARNG
J1, Manpower and Personnel

DISTRIBUTION:
TA

Enclosure 1

<u>UNIT</u>	<u>Control Tracking #'s</u>
40th ID	XX-1000 to XX-1999
40th CAB	XX-2000 to XX-2999
40th IBCT	XX-3000 to XX-3999
49th MP BDE	XX-4000 to XX-4999
100th TC	XX-5000 to XX-5999
115th ASG	XX-6000 to XX-6999
223rd Inf Regt	XX-7000 to XX-7999
224th STB	XX-8000 to XX-8999
1106th AVCRAD	XX-9000 to XX-9999
ATF	XX-10000 to XX-10999
ALL OTHERS –	
JFHQ	XX-0000 to XX-0499
9th CST	XX-0500 to XX-0649
95th CST	XX-0650 to XX-0799
Camp Roberts	XX-0800 to XX-0999

For use of this form, see AR 600-8-10; the proponent agency is ODCSPER.

DA FORM 4179, AUG 2003

EDITION OF SEP 93 IS OBSOLETE.